

PERSONNEL BOARD MEETING MINUTES

Monday, August 2, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-Chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

PRESENT Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Enrique Vargas, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT Christiane Diaz, Member.

Quorum is present.

MEETING MINUTES

1. Request to approve the minutes of the June 2021 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received June and July 2021.

- | | |
|----------------------|--------------------|
| 1. Jennie Hernandez | Fire Department |
| 2. Carmen Romo | Fire Department |
| 3. Kelsen J. Salgado | Fire Department |
| 4. Miguel A. Garcia | Police Department |
| 5. Ibel Perez Aguero | Police Department |
| 6. Luis O. Medina | Streets Department |

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

3. Report of Leave without Pay for June and July 2021.

SO NOTED.

4. Report of Civil Service Appointments for June and July 2021.

1. Ashley Johnson (*Office Assistant ECS – 07/12/2021*) Education and Community Services Department
2. Roberto Lopez (*Purchasing/Special Events Technician – 07/12/2021*) Education and Community Services Department
3. Armando Calderon (*Fire Lieutenant – 06/27/2021*) Fire Department
4. Roberto Ortega (*District Fire Chief – 07/11/2021*) Fire Department
5. Vladimir Pierre (*Fire Engineer – 07/25/2021*) Fire Department

SO NOTED.

PERSONNEL BOARD MEETING MINUTES

Monday, August 2, 2021 – 6:00 p.m.

5. Report of **Resignations** for June and July 2021.

1. David S. Deso Jr.	Building Division
2. Reinaldo Regalado Jr.	Building Division
3. Elmer Rodriguez	Construction and Maintenance Department
4. Carlos Henriquez	Fire Department
5. Edward Hernandez	Fire Department
6. Renee Lambert	Grants and Human Services Department
7. Sofia L. Lopez	Grants and Human Services Department
8. Daylen Docampo Perez	Law Department
9. Fernando Fernandez Santos	Parks and Recreation Department
10. Dianne Carcasses	Police Department
11. Roxana M. De Leon	Police Department
12. Phillip Kennedy	Police Department
13. Maria E. Lopez	Police Department
14. Yoleido Niebla	Police Department
15. Ilena Rodriguez	Police Department
16. Zoe J. Alicea Cosme	Public Safety Communications Department
17. Zenia Gomez	Public Safety Communications Department
18. Massiel Pino	Public Safety Communications Department
19. Crystal Ferrer	Public Works Department
20. Jesus Montes	Public Works Department
21. William Cruz	Purchasing Division
22. Bryan Doce	Purchasing Division
23. Abel Mena	Streets Department

SO NOTED.

6. Report of **Maternal/Paternal Leave** for June and July 2021.

1. Jessica Hevia-Nunez	Fire Department
2. Adriel Cano	Police Department
3. Amado Herrera	Police Department
4. Gustavo Sanchez	Police Department

SO NOTED.

7. Request to approve the eligibility list for **Fire Captain**.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

8. Request to approve the eligibility list for **Office Coordinator of the Office of the City Clerk**.

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

9. Request to approve the eligibility list for **Firefighter**.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

PERSONNEL BOARD MEETING MINUTES

Monday, August 2, 2021 – 6:00 p.m.

10. Request to conduct an in-house, non-competitive civil service examination for **Police Training Program Coordinator** (*Elida Falcon*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 50: \$1,396 - \$2,717 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

11. Request to conduct an in-house, non-competitive civil service examination for **Fire Inspector Supervisor** (*Carmen Romo*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 53: \$1,614 - \$3,342 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

12. Request to conduct an in-house, non-competitive civil service examination for **Administrative Aide - Confidential** (*Olga L. Marin*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 28: \$1,178 - \$2,372 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

13. Request to conduct an in-house, non-competitive civil service examination for **Fire Business Manager** (*Dennisse Guillen*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 55: \$1,914 - \$3,736 Bi-weekly.

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

PERSONNEL BOARD MEETING MINUTES

Monday, August 2, 2021 – 6:00 p.m.

14. Request to conduct an in-house, competitive civil service examination for **Heavy Equipment Operator** for the Streets Department.

- a. In-house, competitive
- b. 100% performance
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 48: \$1,178 - \$2,372 Bi-weekly.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

15. Request to conduct an in-house, non-competitive civil service examination for **Assistant Park Manager** (*Anthony J. Gomez, Maikel K. Noda, Ronny Perez, Juan C. Rebellon, and Krysty Suarez*)

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resumes are attached.

Range 46: \$1,050 - \$2,028 Bi-weekly.

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

16. Request to conduct an in-house and open to the public, competitive civil service examination for **Park Manager**.

- a. In-house and open to the public, competitive
- b. 40% written, 60% oral
- c. Must obtain a minimum score of 70% on each portion and as overall combined score for placement on the eligibility list.

Copy of the job description is attached.

Range 48: \$1,178 - \$2,372 Bi-weekly.

APPROVED 3-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

17. Request to reclassify **Senior Budget Analyst** to confidential. **ITEM WITHDRAWN.**

~~Copy of the job description is attached.~~

~~Current Range 51: \$1,414 – \$2,885 Bi-weekly.~~

~~Desired Range 32: \$1,519 – \$3,112 Bi-weekly.~~

18. Request to reclassify **Budget Aide** to confidential. **ITEM WITHDRAWN.**

~~Copy of the job description is attached.~~

~~Current range 47: \$1,155 – \$2,179 Bi-weekly.~~

~~Desired Range 27: \$1,155 – \$2,179 Bi-weekly.~~

19. Request to hear **Unfinished Business**.

PERSONNEL BOARD MEETING MINUTES

Monday, August 2, 2021 – 6:00 p.m.

20. Request to hear **New Business.**

20A. Request to adopt the amendments made to the Florida Statutes regarding Veterans, effective July 1, 2021.

APPROVED 3-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

20B. Request to decide on an alternative date for the September 2021 Personnel Board meeting due to the observance of Labor Day.

APPROVED 3-0. Motion to hold the September 2021 Personnel Board meeting on Tuesday, September 7, 2021 by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

21. Request to hear **Comments and Questions.**

Meeting Adjourned – 6:45 p.m.

NEXT PERSONNEL BOARD MEETING: TUESDAY, SEPTEMBER 7, 2021 – 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.